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Greensboro e-Procurement Supplier User Guide

Modifying Event Responses

April 19, 2010

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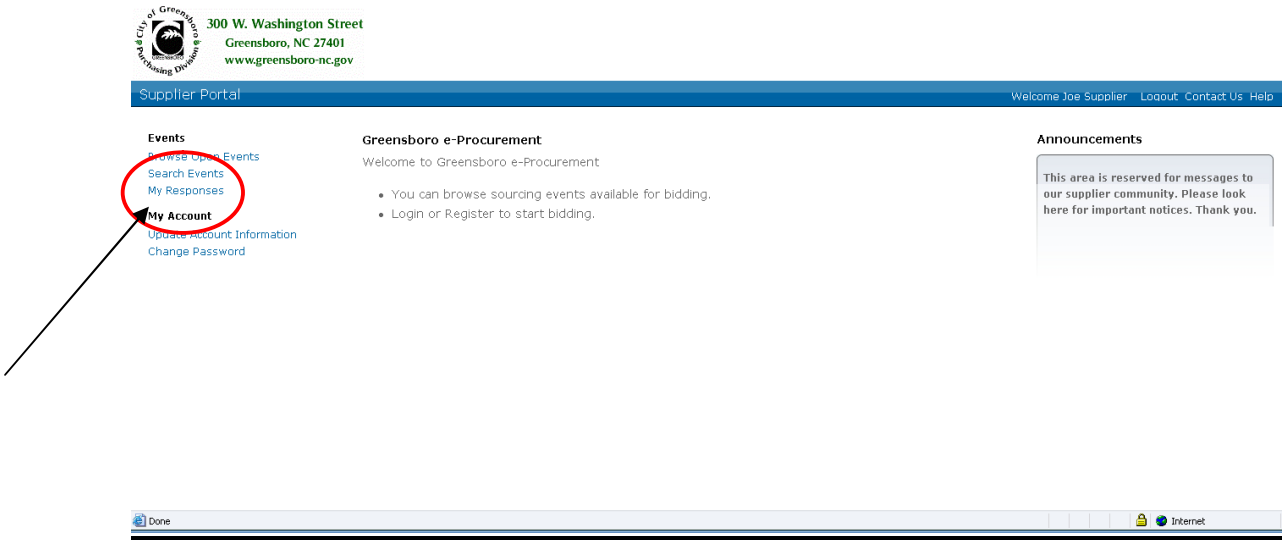
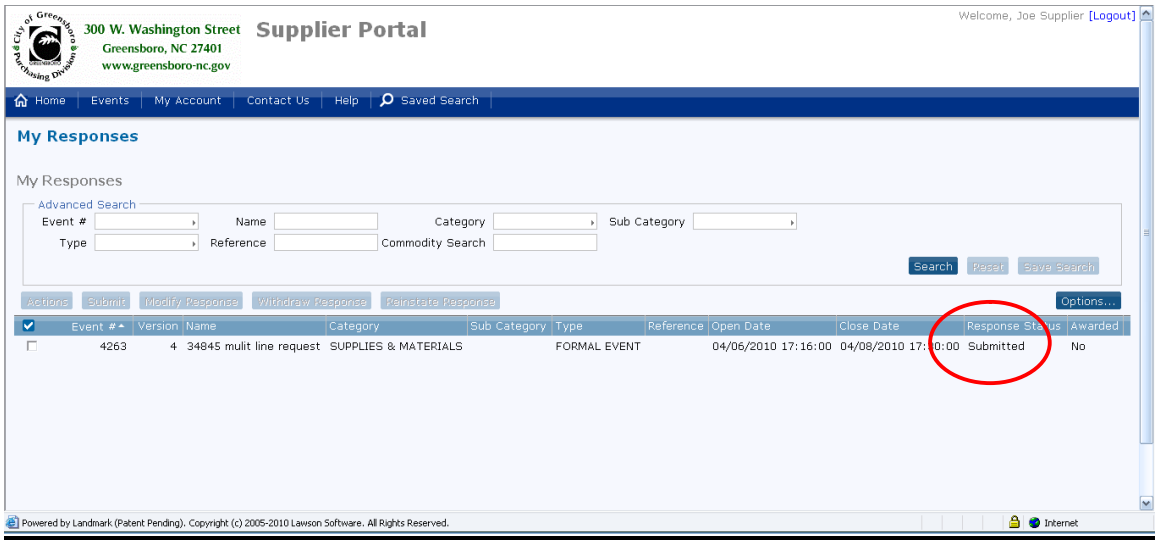
Overview

Suppliers may change their responses to events any time before the event close time. Please make sure you allow yourself enough time to make changes, and resubmit your response before the close date and time. Failure to resubmit your response will render it void and not eligible for consideration.



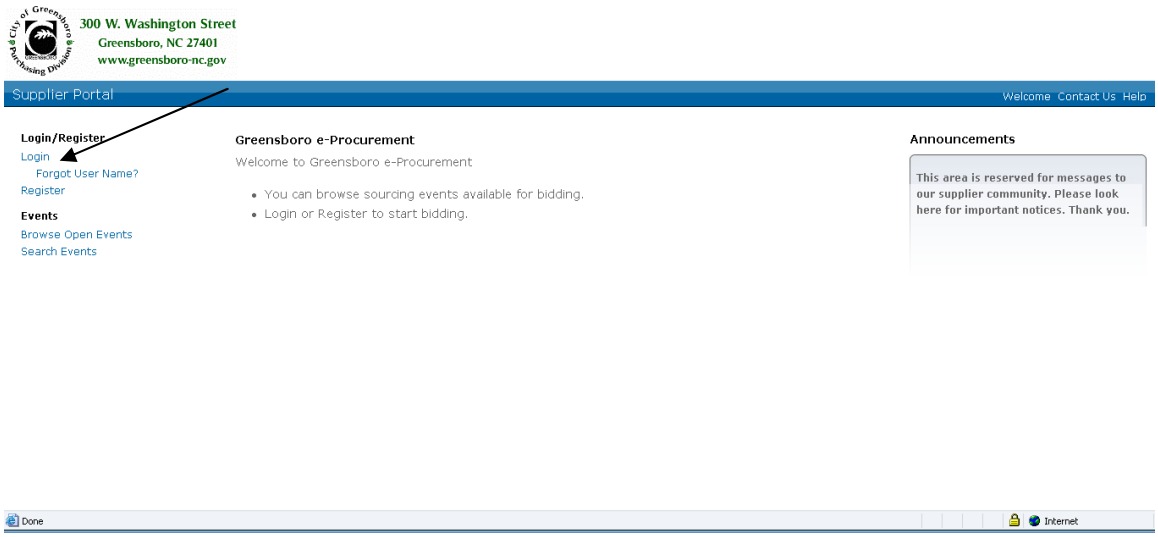
Response statuses may easily be checked by opening My Responses, and reviewing the status column on the right hand side. Submitted is the status that indicates a valid bid response for consideration.



Getting Started

From the portal:

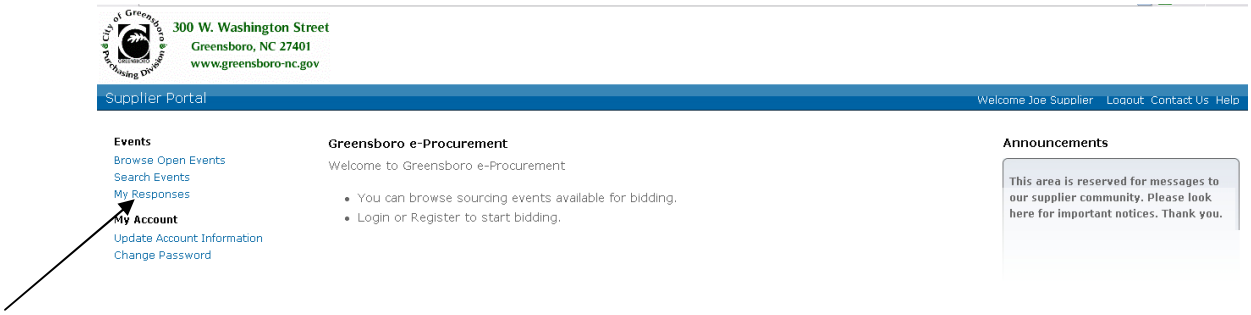
• Click “Login”, and enter your user name and password.

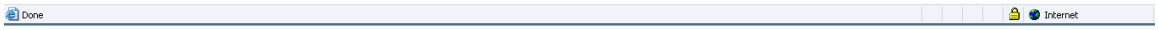


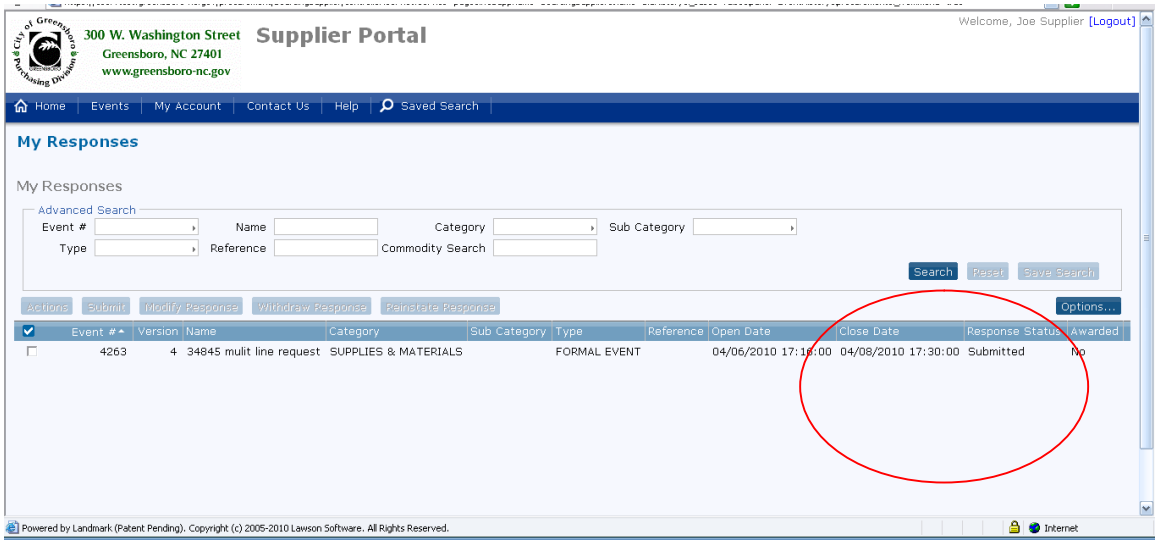
- Enter your User Name
- Enter your Password
- Click the Login Button

- Click the **My Response** option. You should now see all of your responses.

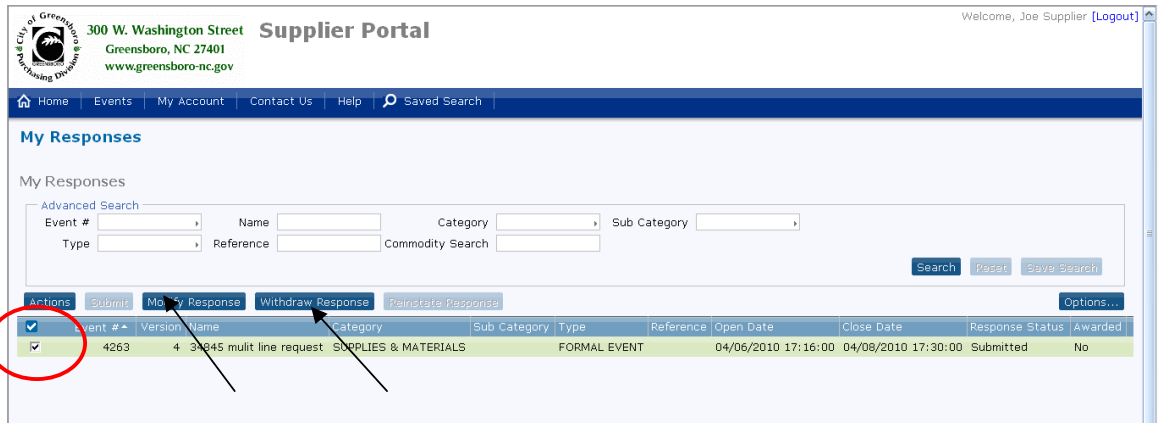
Modify Event Responses Guide



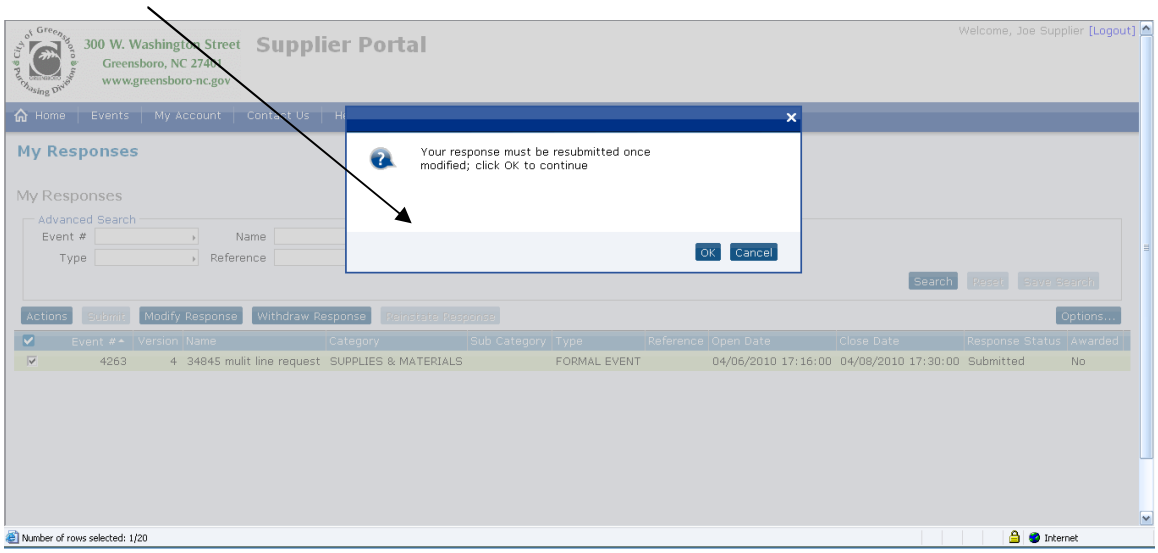


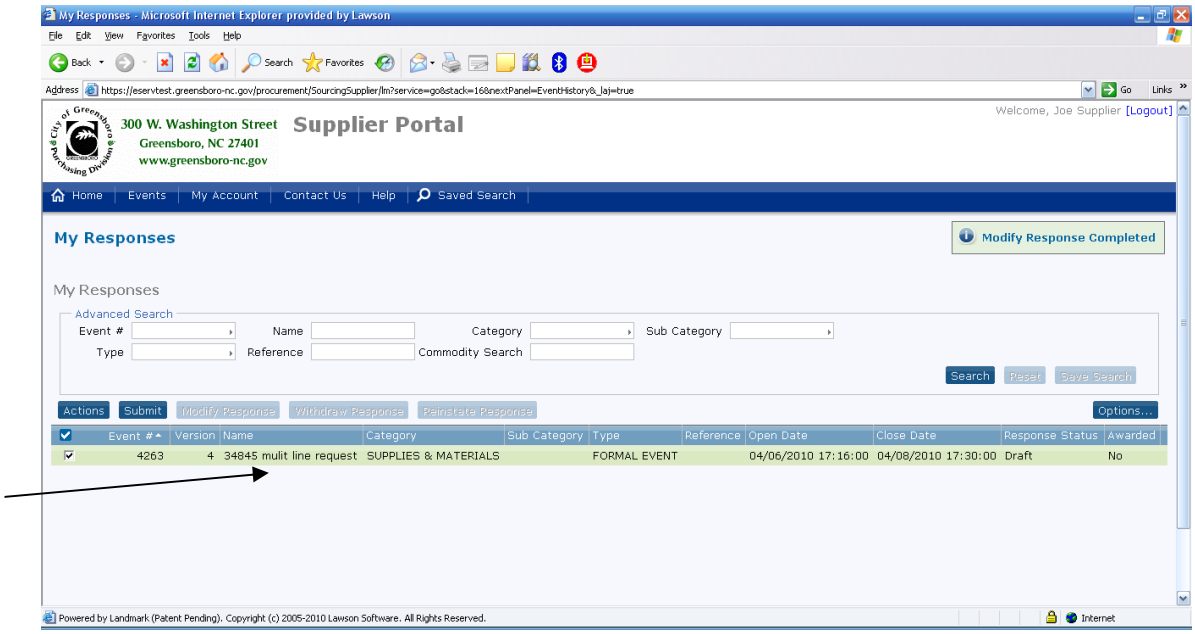


Select the Response to be Modified

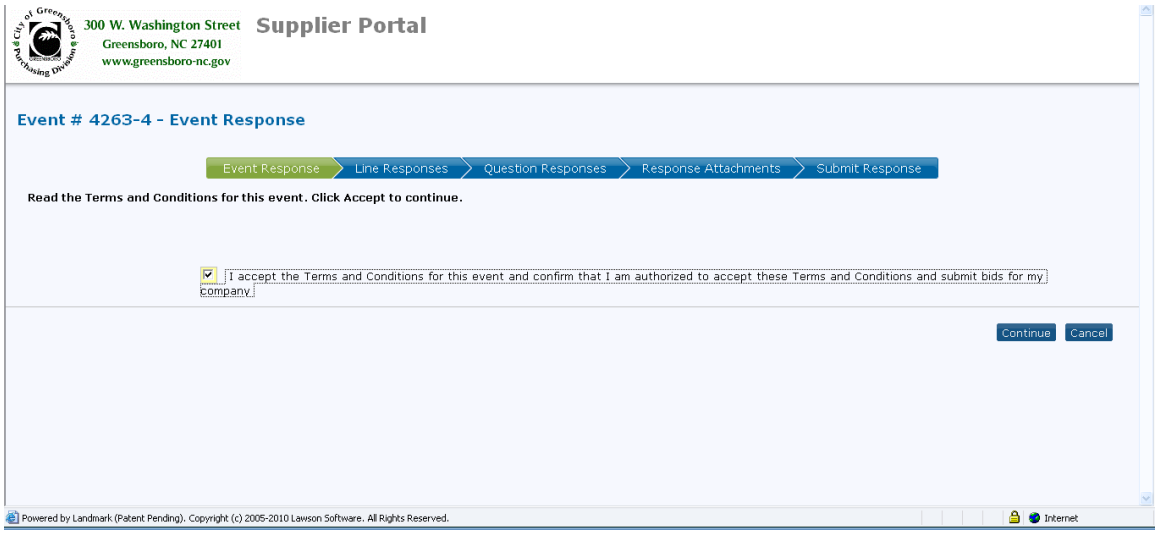


- By selecting the response, two action options become available, ***Modify Response,*** and ***Withdraw Response***. **Please note, Withdraw Response will make that response inaccessible for the bid award process and could result in the loss of a potential award to your business.**
- Click Modify Response Submitted. You will receive a notice that you must resubmit your bid after modifying it. Click OK.





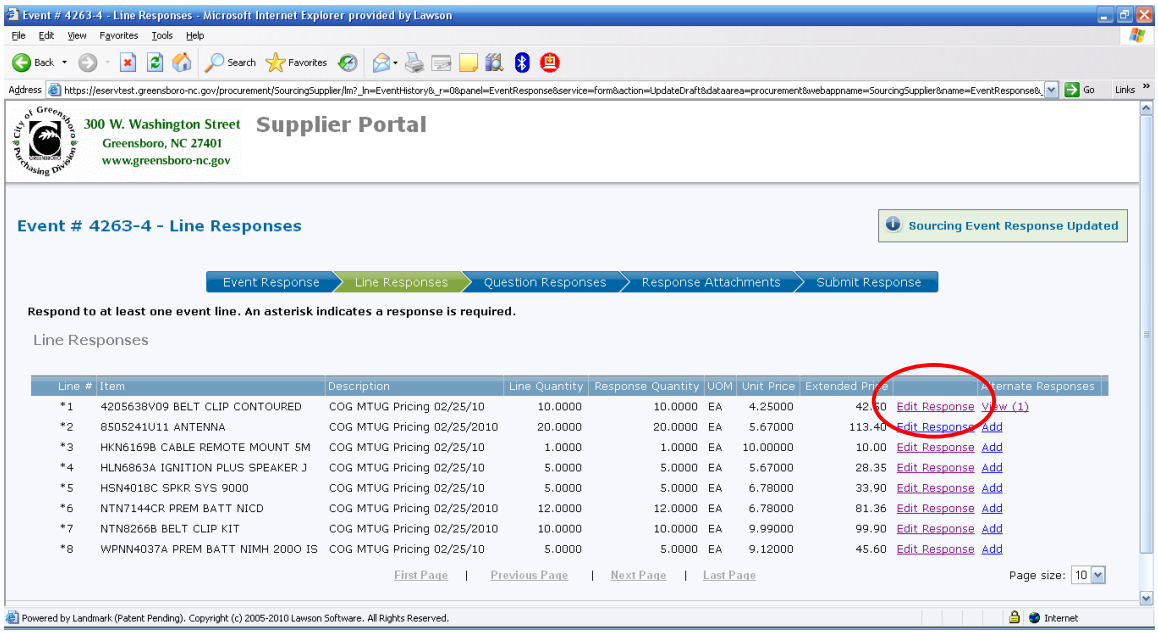
- Selecting **Modify Response** updates the response to a Draft status. In Draft status, you can make changes to your response.
- Double Click the response to edit your response.



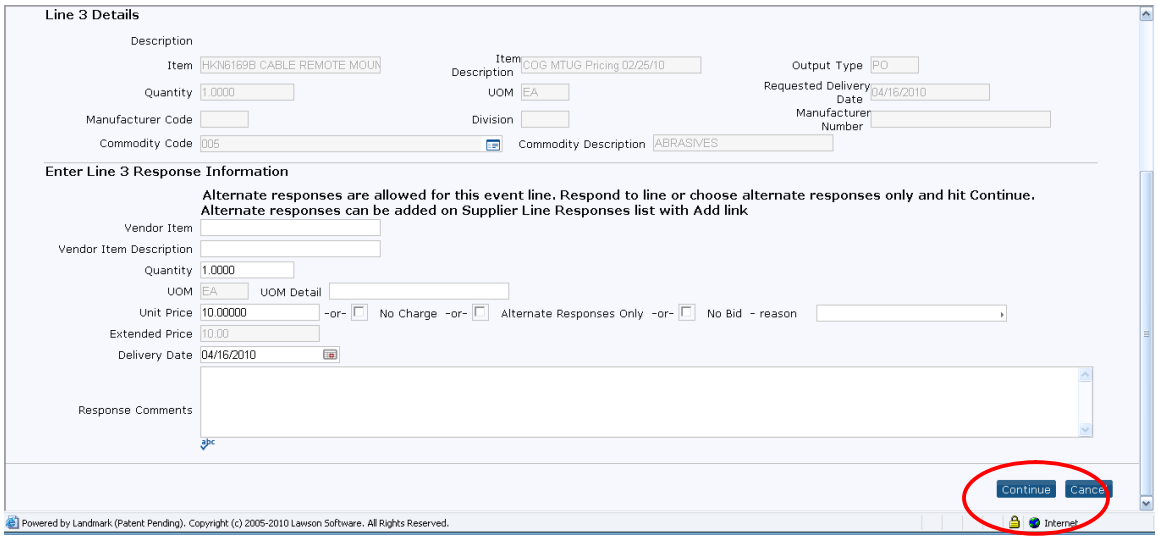
- Opening the response takes you back through the response process that you were in when you originally entered the response. Make your changes as necessary.

- Click **Continue** → to move through the process.

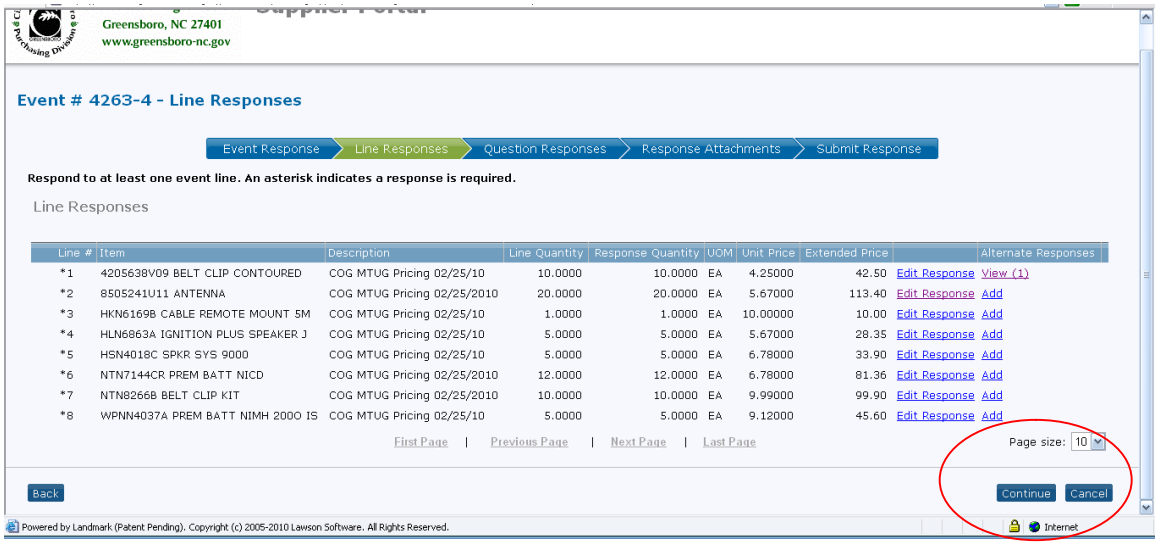
Edit Your Response



- Click **Edit Response** on the line to get to the details on the line item.
- The system will open up the line details form.

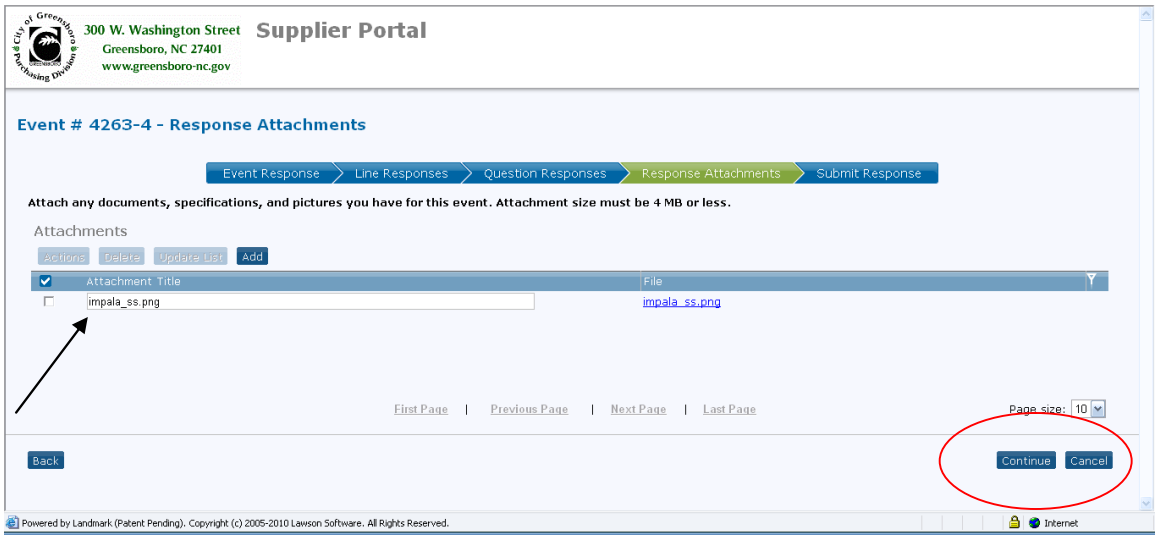


- Here, you can change the unit price, quantity, and delivery date, as well as enter comments.
- When changes are complete, click **Continue →**



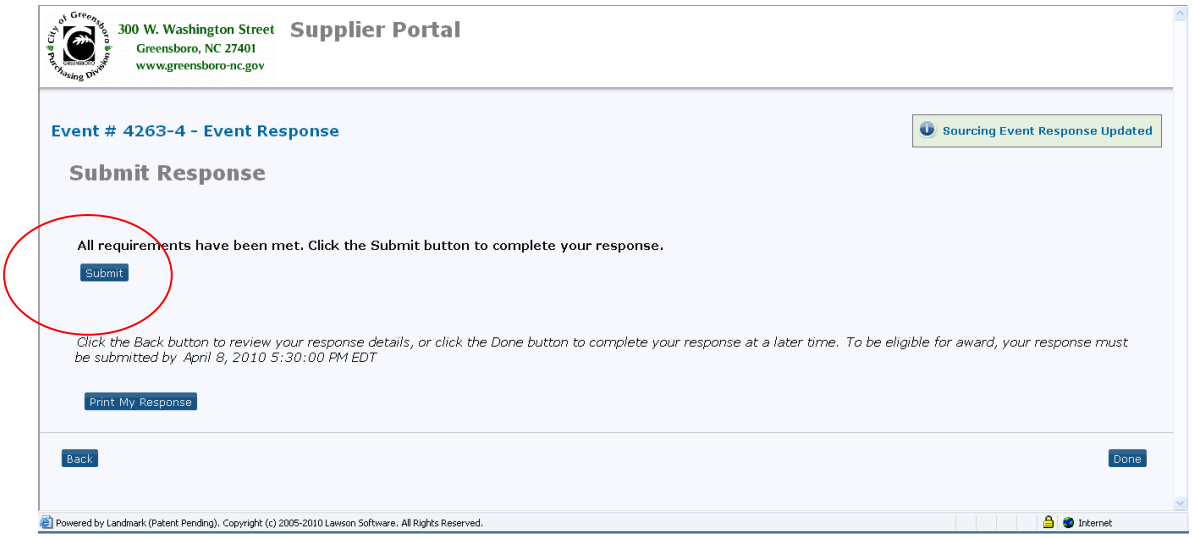
- The system will return you to the **Line Response** summary form.
- You may continue updating other lines, if applicable by clicking on **Edit Response** on the line.
- When finished, click **Continue** → on the bottom right.

Adding an Attachment

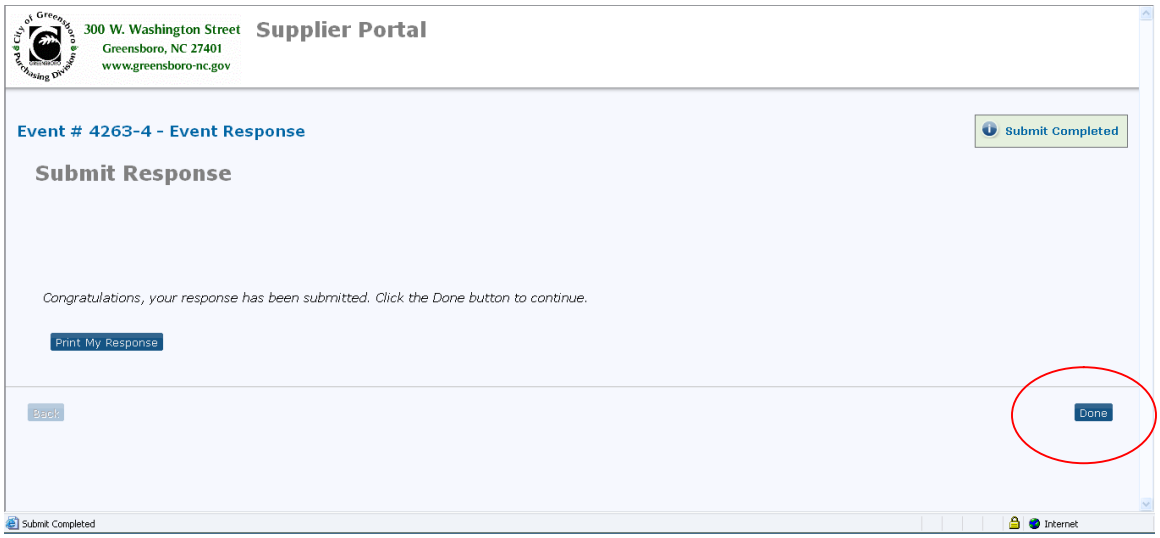


- You may add an Attachment to your bid by clicking Add.
- When finished, click **Continue →**

Submitting Your Changes

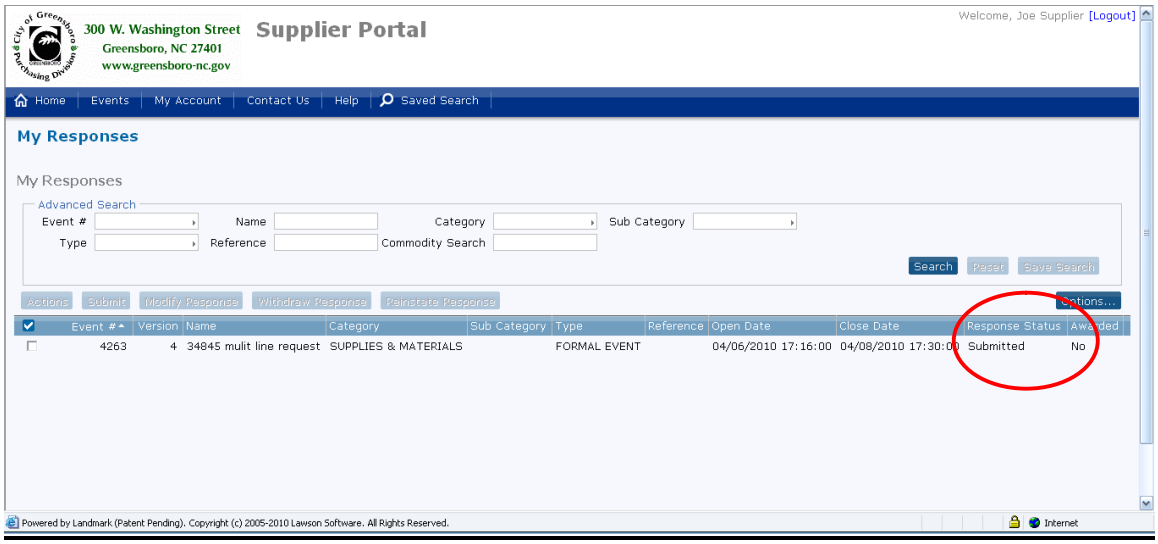


- Be sure to **Submit** your response. **Remember:** Only ***Submitted*** responses are eligible for bid awards.
- Use **Print My Response** button to obtain a hard copy of your response.



- Click **Done** to complete the update.

View Your Response(s) Status



- Once submitted, you may view the status of your bids by clicking on **My Responses**.

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